

July 7, 2017

**SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL ACCOUNTING SERVICES FOR NEW YORK NEW JERSEY RAIL, LLC ON AN “AS-NEEDED” BASIS DURING 2018 THROUGH 2020 (RFP #49556) ADDENDUM #3**

Dear Sir or Madam:

The following questions are from RFP recipients. The questions and the corresponding Authority answers are provided for your information and use, as appropriate.

**Question #1:** What accounting system is used by the Authority or NYNJR for the scope of work? Is it expected that the selected Consultant use their own accounting system?

**Answer #1:** The Consultant is expected to use their own accounting system.

**Question #2:** Is there a current procedures manual or formal standard operating procedures? If so, what areas are documented by procedures?

**Answer #2:** Formal procedures are in place governing the flow of funds between the Authority and NYNJR. NYNJR is funded by a monthly cash advance, submitted by the Consultant to the Authority. All expenses incurred by NYNJR, including payroll, operating expenses, administrative expenses, etc. are paid using these funds. All revenues generated by NYNJR are remitted directly to the Authority. The Authority and NYNJR reconcile these finances monthly.

**Question #3:** In Attachment A, Task B: Implementation of Recommended Improvements, does the scope of this work include upcoming grant and capital projects accounting procedure implementation? What are the expected budgets for upcoming grant and capital projects at the Authority?

**Answer #3:** This information was furnished solely for background purposes. The Authority's Port Rail Program manages all of NYNJR's grants and capital projects.

**Question #4:** In Attachment A, Task C: Daily Management Support, what is the volume of transactions (revenue and expenses) that the Consultant is expected to process on a regular basis? (i.e. daily, weekly, monthly)

**Answer #4:** There are approximately 125-150 transactions on a monthly basis.

**Question #5:** In Attachment A, Task C.3: Business Operations Management Support, what is the level of support requested and the volume of customer inquiries?

**Answer #5:** The railroad ranges from 10-20 customers and 40-60 vendors. The level of support required varies. NYNJR personnel deal directly with customers. For credit and billing related questions, customers may be directed by NYNJR personnel to the Consultant.

**Question #6:** How will customer inquiries be processed by the Consultant? For instance, is there a system or process documented by the Authority that the Consultant will be required to follow?

**Answer #6:** Customer inquiries will be directed to the NYNJR personnel, however, the selected Consultant may be asked to provide information to support an inquiry. The selected Consultant will contact vendors directly on behalf of NYNJR.

**Question #7:** What is the system used to track rail cars? Is the system currently used to track rail cars formally documented?

**Answer #7:** NYNJR currently tracks its railcars in GE's RailConnect program. All inputs are entered by NYNJR personnel. Authority staff and Consultant staff will have access to reports. Multiple systems are in place to track railcars, including daily reports prepared by the personnel, and subsequent outputs.

**Question #8:** Are procedures related to procurement formally documented by the Authority?

**Answer #8:** Procedures related to Authority procurements can be found on the Authority's website. All purchasing of goods, supplies, services, and other direct costs used by NYNJR are governed by NYNJR's procedures.

**Question #9:** In Attachment A, Task C.4: Document Management, what types of documents is the Consultant required to store?

**Answer #9:** The Consultant is required to store copies of invoices, payments, payroll records, bank reconciliations, etc.

**Question #10:** Why will such documentation storage be maintained outside the Authority's normal record retention practices?

**Answer #10:** Please see Attachment A, Section IV: Information and Materials to be provided by the Authority.

**Question #11:** Is electronic record retention acceptable for records produced?

**Answer #11:** Documents must be retained subject to the Authority's document retention policy.

**Question #12:** What level of interactions is expected between the selected Consultant with Authority and NYNJR management/personnel?

**Answer #12:** The selected Consultant will communicate with NYNJR personnel on an as-needed basis to conduct the railroad's business (paying vendors, submitting payroll, etc.). The selected Consultant will communicate with the Authority on a monthly basis to invoice for services rendered, provide monthly financial reports, produce a cash request for the upcoming month, and to provide additional reports or information as requested, as noted in the scope.

**Question #13:** For items under Attachment A, Task C, which Authority employee will oversee the work of the Consultant?

**Answer #13:** The Consultant will report to the Managing Director of NYNJR. The Managing Director reports to the Manager of the Authority's Port Rail Program.

**The date for receipt of proposals for the subject RFP remains 2:00 P.M. on July 14, 2017.**

If you have any questions, please contact Ms. Courtney R. Eddington, Senior Contract Specialist, at [ceddington@panynj.gov](mailto:ceddington@panynj.gov).

Sincerely,

David Gutiérrez  
Assistant Director  
Procurement Department